



The Berkshire Local Schools Responsible Return to School Plan



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School Year

Overall Approach to the 2020-2021 School Year



Purpose: This guide is to provide information, and to show the efforts that Berkshire Local Schools is taking to restore the in person educational experience for our students and staff. This plan was developed with input from educators, administrators, hospital professionals, nurses, and County Health Department personnel.

Operating Assumptions: The coronavirus remains with us, and we will not likely be able to go back to a “business as usual” operation in the near future. A return to school will look different than it has in the past. In order to get our students and staff back to a learning environment that is as close to normal as possible, we need to be flexible and adaptable. This guide will help us get back to school 5 days per week, while staying as safe as possible.

Guiding Principles: Our number one priority is the safety and well-being of our students, staff and community. We also understand that getting our students and staff back to an in person learning environment is vital for the social and emotional wellbeing of both staff and students. This plan was developed with both of those guiding principles in mind.

OPTION 1: IN-PERSON (WITH A REMOTE LEARNING PLAN AS A CONTINGENCY IF SCHOOLS CLOSE) OPTION 2: BADGER VIRTUAL ACADEMY

INDICATES A COUNTY ALERT LEVEL			
LEVEL 1 0-1 Indicators Triggered	LEVEL 2 2-3 Indicators Triggered	LEVEL 3 4-5 Indicators Triggered	LEVEL 4 6-7 Indicators Triggered
Public Emergency Active exposure and spread. Follow all current health orders.	Public Emergency Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	Public Emergency Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	Public Emergency Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.

BERKSHIRE LOCAL SCHOOL DISTRICT RESPONSE			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
In Person Plan	In Person Plan	Remote Learning Plan	Remote Learning for All
Badger Virtual Academy	Badger Virtual Academy	Continued BVA	Continued BVA



In person plan logistics:

Student Day: 5 days per week, as close to “normal” as possible

Transportation:

- School appropriate (no inappropriate images or messages) face covering required while on the bus
- No more than 2 students per seat
 - Assigned seats
- Hand sanitizers for each bus, installed at the bus door, students will use as they enter and exit the bus
- Buses sanitized between HS and Elementary routes, and after daily routes
- Increased air flow through roof hatches and slightly opened windows
- Transportation department will work with each school on bus unloading and loading procedures to cut down on large groups traveling into and out of the school at the same time

Food Services:

Where?

- Designated areas for breakfast in the commons and gym areas
- Commons/regular lunch area and gyms will be utilized for lunch periods to facilitate proper social distancing (3-6 feet)

What will it look like?

- Multiple areas for students to eat lunch (Commons and Gyms)
- Assigned seats to facilitate proper social distancing (3-6 feet)
 - Classes sit in the same area (classes travel together)
- Shields at point of service and at tables, if 3-6 feet social distancing cannot be attained
- Pre-packaged condiments for older students
 - Kitchen staff putting the condiment on the tray for younger students
- Checkout process:
 - Student gives name to cashier
 - Lanyard and/or name tag for younger students
 - * Cashier looks up student and takes payment
- Reduced food choices
- Money sent down ahead of time for Elementary students
- No self serve food bars at any of the schools
- No printed menus (menu will be online)

Clean up?

- The lunch area will be disinfected before lunch begins
- Between lunches, tables and chairs will be wiped down with rags soaked in clorox water
- After the last lunch the room will be disinfected again



Health and Safety Measures:

- Social distancing (6 feet) for adult staff
- Social distancing (3-6 feet) for students
- School appropriate face covering required for students in all grades
 - Students must provide their own face covering
 - * District will have extras if needed
- School staff must wear a school appropriate face covering during the school day
- Parents must check the student's temperature each morning
 - If a student has a temperature of 100 or greater, they should not be sent to school
 - * Student should be fever free and have symptoms under control for 72 hours before coming back to school (without medication)
 - Parents should report to the school if the student was exposed to anyone with the coronavirus, or if they have tested positive for the coronavirus
- Staff must check their temperature each morning
 - If a staff members has a temperature of 100 or greater, they should not come to school
 - * Staff should be fever free and have symptoms under control for 72 hours before coming back to school (without medication)
 - Staff should report to the school if they were exposed to anyone with the coronavirus, or if they have tested positive for the coronavirus
- Staff Professional Development will be conducted virtually during the first semester, and will be re-evaluated for second semester
- **Open houses, Parent-Teacher conferences, IEP/504 meetings, etc will be facilitated virtually this school year**
- No large group (all school or all grade level) gatherings during the school day, unless done in a hybrid/virtual environment
- No field trips at all for the first semester, to be re-evaluated for second semester
- Limited visitors to the building
 - Visitor must be approved by a building administrator
 - * Approved visitors must be screened for temperature
 - No vendors
 - No lunch time visitors
- No community supplies. All supplies will be assigned to specific students
- There will no longer be a recognition for perfect attendance for school purposes, so as not to give any encouragement to attend school sick
- All hard surfaces, classrooms, and high touch surfaces will be disinfected in the morning before classes start
- Throughout the day classrooms will be disinfected during the teacher's plan time, or when the room is empty

- Doorknobs and lockers will be disinfected after each class change
- Water fountains will not be used
 - Water bottle refilling stations have been added at each school for student and staff hydration needs
- Restrooms will be disinfected every 2 hours
- Cafeteria tables will be disinfected before lunch, wiped down with towels soaked in cleaning solution between lunches and disinfected again after lunch
- All hard surfaces, classrooms, and high touch surfaces will be disinfected after the school day ends

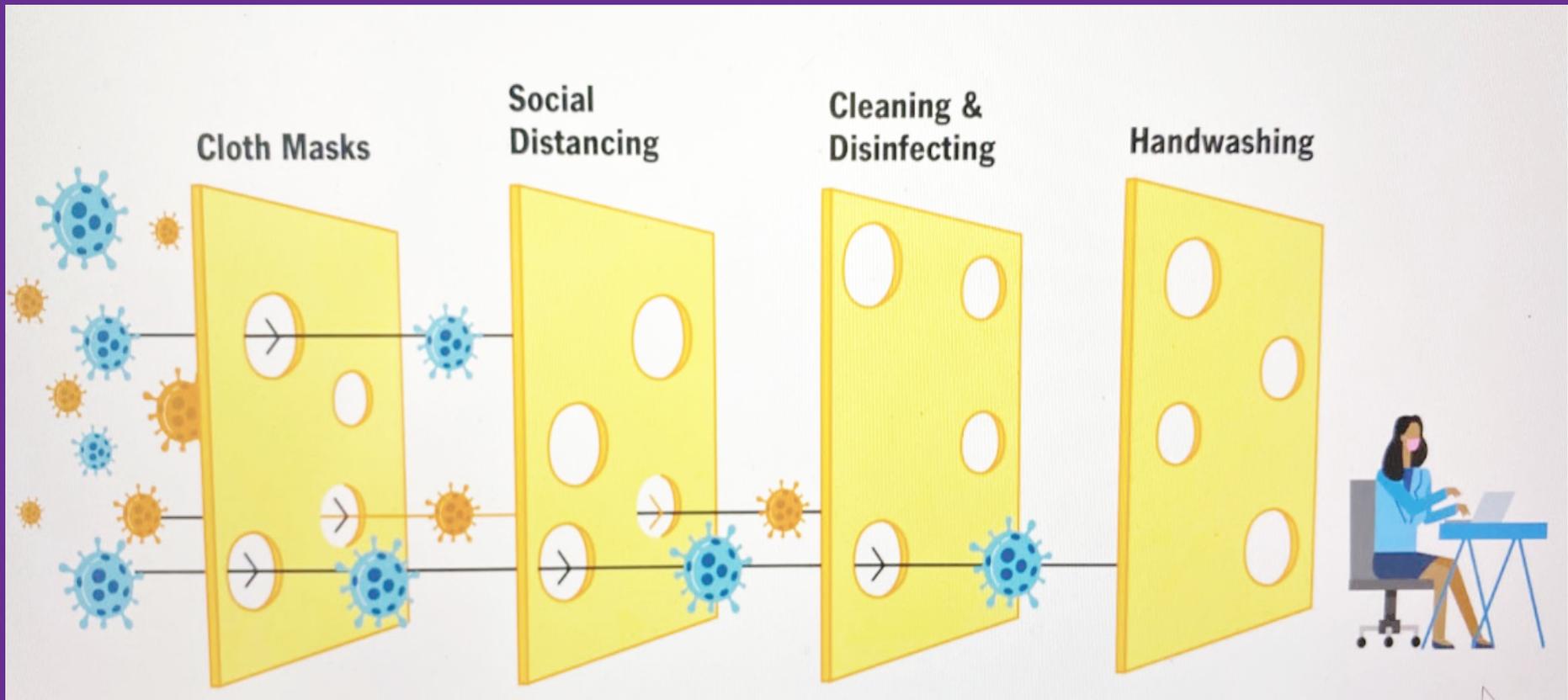


Additional precautions:

- Electrostatic sprayers have been purchased for sanitation and disinfection efforts
 - These sprayers will be utilized in each school building, on buses, and at the board office
- Desk dividers for all students
- Additional face shields available
- No non-school related functions will be permitted inside the school for the first semester, and will be re-evaluated for the second semester
- Each school will have a quarantine room to serve students or staff who show symptoms, or need a virus related check
- If we have a report of exposure to the virus within any of our schools, we will refer to the Geauga County Health Department for next steps
- If there is a positive case reported for anyone attending one of our schools, we will consult with the Geauga County Health Department about mitigating steps to clean, sanitize and re-open the school as well as communicate to families as necessary
- Any student who cannot attend school due to quarantine or testing positive for the virus will be granted immediate access to a distance learning platform for the duration of their quarantine
- Should school be completely closed due to the virus, we will facilitate our remote learning plan for the students

MULTI-LAYERED APPROACH TO SAFETY

A *multi-layered approach* utilizes many different recommended safety strategies to prevent infection from a virus. Each strategy or layer on its own will not necessarily stop the virus from spreading, but if each layer is used in conjunction with one another the chance of being exposed to the virus is much reduced.



OPTION 1: Return to School Plan

What the School Day Will Look Like for Students and Staff



Daily Safety Precautionary Steps

- Face coverings required for all staff and students
- Face shields and desktop dividers will be provided and also used as an added layer of protection
- Increased cleaning and sanitation
 - Upgraded from MERV 6 to MERV 8 filters in our air handlers
 - Restrooms every 2 hours
 - Doorknobs and lockers after class changes
 - All hard, multi-touch surfaces will be disinfected in the morning before school starts, during the day, and at the end of the day after the students leave
 - Lunchrooms before, between and after lunch periods

Transportation:

- Face coverings required on the bus at all times
- 2 students per seat maximum
 - Assigned seats for students
- Hand sanitizer stations have been mounted to the front of the bus for students to use on entry and exit
- Roof hatches will be open and windows cracked for air circulation
- Buses sanitized between HS and ES routes
- Staggered release and loading into and out of schools to keep crowds to a minimum

Elementary Schools

- **School day adjusted to 9:30AM - 3:15PM**
- Class size reductions by spreading the specials teachers out into grade levels to allow for social distancing
 - There will be no specials during the school day
- Lunch will be spread into the commons and the gym areas to allow for social distancing , and recess will still occur
- K-3: Self contained (no class switching)
- 4-6: Students remain in their rooms, teachers switch for subjects

Junior/Senior High School:

- **School day adjusted to 7:30AM-2:00PM**
- Implementation of an alternating double block schedule to cut the amount of class switching per day in half (see block schedule diagram below)
- Class size reduction by reconfiguring the Master Schedule
- One way direction in hallways
- Staggered release time of classes by increasing the passing time allotted to get to the next class
- Lunch will be spread into the commons and gym areas to allow for social distancing



Junior/Senior High School Block Schedule

Period	Time	Minutes	Purple Schedule	Gold Schedule
Homeroom	7:15-7:30 (ARRIVAL) 7:25 am Warning Bell	15	Students report directly to 1st period	Students report directly to 2nd period
1/2	7:30-9:05	check-in 15 Class 80	1st Period	2nd Period
3/4	9:10-10:30	80	3rd Period	4th Period
A Lunch 5/6/7	10:35-11:05 - Lunch 11:10-12:30	Lunch 30 Class/Advisory 80	Lunch A 5/6/7 Period	Lunch A 5/6/7 Advisory Period
B Lunch 5/6/7	10:35-11:55 12:00-12:30 - Lunch	Lunch 30 Class/Advisory 80	Lunch B 5/6/7 Period	Lunch B 5/6/7 Advisory Period
8/9	12:35-2:00	Release 5 Class 80	8th Period	9th Period
Plan	2:00-2:20	20	Plan	Plan

Alternate Weeks: Jr./Sr. High School ONLY



- * We will alternate between gold and purple weeks in order to allow classes to meet evenly over the course of 10 school days
- * For example, WEEK 1 of school will follow purple schedule, meaning we start Monday with the PURPLE schedule and alternate. Week 2 would begin with the GOLD schedule and alternate
- * Please note that the first day of school for students is Tuesday, September 8th and will be a Purple Day

Purple Week Week 1

Monday.....Purple Schedule

Tuesday.....Gold Schedule

Wednesday.....Purple Schedule

Thursday.....Gold Schedule

Friday.....Purple Schedule

Gold Week Week 2

Monday.....Gold Schedule

Tuesday.....Purple Schedule

Wednesday.....Gold Schedule

Thursday.....Purple Schedule

Friday.....Gold Schedule

OPTION 1 (Contingency): If Schools are Completely Closed

Remote Learning Plan



Expectations:

Students will be expected to log in for a class session via Zoom for every scheduled school day. Zoom class sessions will be limited to 15-30 minutes depending on the grade level.

- Grades 7-12 students will log in for each class at the beginning of the regularly scheduled class time depending on their daily schedule (Gold or Purple)
- Students in grades 4-6 students will log in for each class at the beginning of the regularly scheduled class time for their content area (Math, Science, Social Studies, or English/Language Arts)
- Students in grades K-3 will receive directions from their teacher (sent to the parent) about what time during the day to log in for their direct lesson

The number of hours per week to be expected for remote learning will vary depending on the grade band of the student. Below is a breakdown of the grade band along with the expected number of hours spent per week, or per day, for remote learning.

<u>Grade Band</u>	<u>Hours per week</u>	<u>Hours per day</u>
K - 2	10 - 12	2
3 - 8	12 - 16	3
9 - 12	16- 20	4

In addition to the Zoom classroom session, students will be given daily assignments to complete online. Assignments will be coordinated through the Google Classroom site for each teacher. Once on Google Classroom, each student will see the links to the assignments from their teachers.



Teachers will be available for “office hours” at times during the regular school day when there is no scheduled direct instruction period via Zoom. Teachers will share their “office hours” with parents and students, and can be scheduled by appointment if needed.

Students will be assigned grades for the work that they complete during the Remote Learning period, and those grades will be tallied toward the end of the quarter, semester, and/or year long grade for the class.

Special Education Needs:

- Special Education intervention and related services for students will be completed via Zoom
 - IEP/ETR meetings will be conducted virtually

Attendance/Truancy:

- Any student who fails to log to class meetings for 5 consecutive days will receive a warning truancy letter
- At 10 consecutive days without activity, the student will be referred to the truancy officer
- At 15 consecutive days without activity, the student will receive a home visit from the Berkshire School Resource Officer (SRO)

Additional Testing Requirements:

- If testing is required during the Remote Learning Period, accommodations will be made available

Participation in Extracurricular Activities:

- If Berkshire Local Schools moves to the Remote Learning Plan, all extracurricular activities will be cancelled



OPTION 2: Badger Virtual Academy

Expectations:

In order to participate in the BVA your child must be enrolled in the Berkshire Local School District.

There is a semester long commitment necessary for enrolling in the BVA.

The deadline for enrollment into BVA will be Wednesday, August 26, 2020.

Students in grades K-5 will be expected to log in for a class session via Zoom for every scheduled school day. Zoom class session lengths will vary depending on the grade level.

- The BVA facilitator will contact parents with the specific sign in time for their grade for direct instruction

Students in grades 6-12 will complete the majority of their instruction and classwork online with scheduled Zoom meetings with their facilitator as needed.

The number of hours per week to be expected for work in the BVA will vary depending on the grade band of the student. Below is the breakdown of the grade bands along with the guidelines for the number of hours spent per week, or per day, for BVA.

<u>Grade Band</u>	<u>Hours per week</u>	<u>Hours per day</u>
K - 2	10 - 12	2
3 - 8	12 - 16	3
9 - 12	16- 20	4

In addition to the Zoom classroom session, or office hour sessions, students will be given daily assignments to complete online. Assignments will be coordinated through the BVA login for IXL in grades K-5, and Apex for grades 6-12.

BVA instructors will be available for office hours at times during the regular school day when there is no scheduled direct instruction period via Zoom. BVA instructors will share their office hours with parents and students, and can be scheduled by appointment if needed.

Students will be assigned grades for the work that they complete through the BVA, and those grades will be tallied toward the end of the quarter, semester, and/or year long grade for the class.

BVA courses will follow the curriculum map for the corresponding grade level and/or matching course in the Berkshire Curriculum course guide. The BVA courses may not be an exact match for all of the in person courses offered at Berkshire High School, but they will be as close a match as possible.

Caseloads:

The caseload for each BVA instructors will be a maximum of 32 students.

Special Education Needs:

- Special Education intervention and related services for students in BVA will be completed via Zoom
 - IEP/ETR meetings will be conducted virtually

Gifted Services:

- Students who are identified as gifted in the BVA will have the opportunity to participate in accelerated classes

Attendance/Tuancy:

- Any student who fails to log into BVA for 5 consecutive days will receive a warning truancy letter
- At 10 consecutive days without activity, the student will be referred to the truancy officer
- At 15 consecutive days without activity, the student will receive a home visit from the Berkshire School Resource Officer (SRO)
- After 20 consecutive days without activity the student will be withdrawn from BVA

Additional Testing Requirements:

Any in person testing required for a student enrolled in the BVA will be conducted via appointment at the Berkshire Board of Education Offices.

Participation in Extracurricular Activities:

Any student enrolled in BVA is eligible to participate in any extracurricular, after school activities offered to the students who are enrolled in person in the district such as sports and clubs. There will be no mixing of BVA and in person students for any events which occur during the school day.

For more information, and access to a frequently asked questions document, please visit our website at:

<https://www.berkshireschools.org/> and click on the Badger Virtual Academy dropdown menu at the top of the page.